

## **Court of Appeal: Records Request Fees**

Last updated: February 7, 2024

### **1.0. Appeal Court Records**

These fees apply to all requests for court records filed for an appeal. This includes:

- Notices (appeal, appearance, application etc.)
- Orders
- Affidavits
- Application books (formerly motion books)
- Correspondence
- Judgments
- Appeal Records: include basic initiating records, the pleadings under review
- Lower court transcripts
- Appeal books: all the evidence parties wish to rely on during the hearing
- Factums: written arguments (appellant, respondent, replies, intervenors) presented by parties on the appeal

### **2.0. Court of Appeal Rules and Minister of Finance Directives**

- [Court of Appeal Rules Schedule 2 Court Fees Division 1 – Fee Table](#)
- [2003: Minister of Finance Directive – Issued under Section 47\(1\) of the Financial Administration Act](#)
- [2004: Minister of Finance Directive – Issued under Section 47\(1\) of the Financial Administration Act \(Criminal court records\)](#)

### 3.0 Appeal Court Records Request Fees

Item	Service	Court of Appeal Rules/ Finance Directives	Fee
1	<b>Court Record Searches – by Appeal Court staff</b>	<b>Court of Appeal Rules Schedule 2 Court Fees Division 1 Fee Table Item 8:</b> For a search of a record, other than (a) an electronic search conducted from outside the registry, or (b) a search of a record of a proceeding by (i) a party to that proceeding, (ii) a party’s lawyer, or (iii) an official reporter who, or a representative of a transcription firm that is retained by a party to produce a transcript of the proceeding	\$8/per case  1 hour or more \$25/per hour
	<b>Exception –</b> Public criminal court records request	<b>2004 - Minister of Finance Directive:</b> Court Services Branch of the Ministry of Attorney General charges the public for searching criminal court records – effective July 2, 2004 – No charge	\$0
	<b>Exception –</b> criminal and civil parties & Counsel on Record, transcriber retained by a party	<b>1. Court of Appeal Rules Schedule 2 Court Fees Division 1 Fee Table Item 8</b> <b>2. 2004 – Minister of Finance Directive:</b> ...fees will not be charged to the parties to Family and Criminal Court proceedings and no search fees will be charged if information is requested by the parties to the proceedings.	\$0
2	<b>Copying/Printing or Scanning</b>	<b>Court of Appeal Rules Item 12:</b> For copies, per page ( <i>double and single-side</i> )	\$1/per sheet of paper
		<b>2003 - Minister of Finance Directive:</b> includes photocopies, faxes, printing ( <i>double or single-sided</i> )	\$1/per sheet of paper
		<b>2003 – Minister of Finance Directive:</b> Copying documents to electronic format (scanning)	\$25/per hour per request
	<b>Exception –</b> criminal and civil parties & Counsel on Record, transcriber retained by a party	<b>1. Court of Appeal Rules Schedule 2 Court Fees Division 1 Fee Table Item 8</b> <b>2. 2004 – Minister of Finance Directive</b>	\$0

Item	Service	Court of Appeal Rules/ Finance Directives	Fee
3	<b>Providing Court Records</b>	<b>Court of Appeal Rules Item 9:</b> For returning by mail, fax or email the results of a search of a record	\$10/ per case
	<b>Exception</b> – criminal and civil parties & Counsel on Record, transcriber retained by a party	<b>1. Court of Appeal Rules Schedule 2 Court Fees Division 1 Fee Table Item 8</b> <b>2. 2004 – Minister of Finance Directive</b>	\$0
4	<b>Copying, Printing and searches requiring longer than 1 hour by Court Staff</b>	<b>2004 – Minister of Finance Directive:</b> Additional charge for photocopying, faxing, printing and searching for court records which require more than 1 hour of staff time	\$25/per hour (1-hour minimum) per request
	<b>Exception</b> – criminal and civil parties & Counsel on Record, transcriber retained by a party	<b>1. Court of Appeal Rules Schedule 2 Court Fees Division 1 Fee Table Item 8</b> <b>2. 2004 – Minister of Finance Directive</b>	\$0
5	<b>Court Record Searches – by Requestor</b> (using electronic court registry system)	<b>Court of Appeal Rules Item 10:</b> For accessing from outside the registry, including, without limitation, viewing, printing or downloading, any record that is found by or created in response to an electronic search or request, including, without limitation, an index of cases produced in response to a search query	\$6/per case
6	<b>Download and purchase copy of electronic Court Record by Requestor</b> (from electronic court registry system)	<b>Court of Appeal Rules Item 11:</b> For accessing any document referred to in item 10 and purchasing that document	\$10/per court record